Job Description – Conductor (Melodia - Thursday)

BACKGROUND

Columbia Choirs of Metropolitan Seattle is a community, choral nonprofit organization, based on the Eastside. Since 1984, Columbia Choirs has been a musical home for singers of all ages to find their voice, express themselves, and grow their community. With nine performing choirs – for children, youth, and adult singers – and outreach programs in local elementary schools, Columbia Choirs offers high-quality musical learning opportunities and presents a variety of public performances throughout the year.

By providing a place for all singers, Columbia Choirs works to fulfill its mission “to bring together people of all ages and backgrounds to learn through music and experience the joy of choral singing”, placing Artistry, People and Community as core values. Through weekly rehearsals, season concerts, musical retreats, tours, and outreach performances, singers in Columbia Choirs grow as vocalists, choral artists, and community members.

POSITION OUTLINE

Position Type: Part-Time, Non-Exempt Employee

Time Commitment: The Melodia-Thursday position follows a September-June season with occasional meetings and other duties in the summer.
- Artistic (typically 1.5 hours per week, occasionally more as required for performances, retreats, etc.).
  - Weekly rehearsals are held on Thursdays in Redmond, WA from 4:45-6:15PM with occasional combined rehearsals on Tuesdays with the Melodia-Tuesday group.
  - 2-3 performances per year.
- Administrative (up to 6 hours a month)

Reports to: Katrina Turman, Artistic Director

DUTIES

- Lead weekly rehearsals and implement curriculum standards with a focus on healthy singing technique, introduction of an array of choral styles, and a high level of musicianship.
- Select repertoire for each term based on the yearly theme with a focus on diversity of language, genre, and composer/arranger. Music must be pre-approved by the Columbia Choirs Artistic Director.
- Be prepared for, attend, and conduct all retreats and additional performances of the Melodia Choir.
- Integrate weekly sight singing lessons using the Columbia Choir’s recommended musicianship materials.
• Work collaboratively with the Melodia-Tuesday conductor in selecting repertoire and maintaining the curriculum to uphold equal standards across both groups.
• Provide program information (list of repertoire titles and composer, arranger, and text/translations in order of performance) for printed programs by the deadline specified as required for performances.
• Communicate regularly with the singers and parents/guardians, as appropriate for your choir, regarding activities of the choir and behavior standards. Fill out and send your monthly memo at the beginning of each month.
• Take weekly attendance and communicate attendance expectations reminders to families.
• Provide the Artistic Director of Columbia Choirs sufficient notice (typically at least two weeks) of any necessary absence so arrangements can be made for a substitute director. The exception to the above would be in cases of emergency or illness and for agreed upon absences.
• Attend all regularly convened staff meetings as a member of the Columbia Choirs staff as well as mutually agreed upon and scheduled meetings with the Artistic Director of Columbia Choirs.

QUALIFICATIONS

• B.A. in Music or Music Education, with emphasis on vocal performance, vocal pedagogy and/or choral conducting; Master’s Degree preferred; equivalent experience in the field also acceptable.
• Experience and passion for working with young singers.
• Understanding of and proficiency in vocal technique, especially for young voices.
• Thorough knowledge of music repertoire spanning many genres (classical, folk, art song, contemporary).
• Highly organized, communicative, and a team player.

To apply, please send a cover letter and resume to Katrina Turman, Artistic Director, katrina.turman@columbiachoirs.org.

Columbia Choirs is committed to providing a diverse, inclusive, and equitable environment for all staff members, program participants, members, volunteer, and audiences, regardless of race, color, religion, gender, national origin, age, education, or disability. We are committed to providing equal opportunity for employment and advancement in all areas of our organization, so that all employees feel included, equally valued, and supported.